# THE Compleat Penman; OR *Young Clerk's Companion;*

*EXEMPLIFIED*

*In all the Various Hands, and Forms of*

## Buſineſs,

Extracted from the Beſt Performances of the moſt

*EMINENT MASTERS:*

Together with

*Several Original Pieces,*

BY

**William Richards,**

*Maſter of the Academy at Shadwell.*

LONDON.

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*Printed for Samuel Birt in Ave Mary Lane 1753.*

a b c d e f g h h i j k l m n o p

q r s ſ ſſ ſt t tt u v w x x y y z z &c.

Aa. Bb. Ccc. Dd. Ddd. Eee. Fff. Ggg.

Hh. Ii. Jji. Kk. Ll. Mm. Mm. Nn.

Nn. Öo. Ppp. Pp. Qq. Rrr. Rrs. Sſs.

Ttt. Uu. Vv. Ww. Ww. Xx. Yy. Zz.

am, bm, cm, dm, em, fm, gm, hm, im,

km, lm, mm, nm, om, pm, qm, rm, sm,

fsm, tm, ttm, um, vm, wm, xm, ym, zm.

1, 2, 3, 4, 5, 6, 7, 8, 9, 0.

1234567890. 1234567890.

1233445567788990. 1123445566778899.

Affirm not all you hear, nor speak all you know.

Be courteous to all, but familiar with ỹ^e Virtuous.

Custom is ỹ^e Plague of Wise men & ỹ^e Idol of Fools.

Deride not Infirmities, nor insult over Enemies.

Education is that which makes the Man. Eee.

Forget not God in ỹ^r Mirth, nor ỹ^r Self in ỹ^r Anger.

Goodneſs generally leads to universal Esteem.

He never wants Comfort that has Content. Hi.

Idleneſs is the Spring of all manner of Vice. Iji.

Knowledge without Virtue is but learned. Ignorance.

Looſe Conversation is an argument of a vain mind.

Many have Suffer'd by Overtalking few by Silence.

*Nothing is commendable that is dishonest Nt.*

*Of all Poverty that of ye Mind is most deplorable.*

*Prosperity gains Friends & Adversity tries 'em.*

*Quarrels are easily begun but difficultly ended.*

*Recreation shou'd be us'd with Reason & in Time.*

*Suspect those things which ye Multitude approves.*

*Trust none too far, nor mistrust any too soon. Tt.*

*Virtue and Wisdom are above Beauty & Fortune.*

*Wise men keep their Expences short of their Income.*

*Your Vice, and not your Poverty, is your Shame.*

*Zeal for Religion cannot warrant Revenge.*

*Quickly lay hold on Time while in your Powr. 2.*

A B C D E F G H J I K L M N O P 2 R S T U V W X Y Z.

Accommodate your minds with commendable Qualifications. Amo.

By committing extravagant actions men come to ruin. Blmb.

Commonly commendations animate the Ingenious. Ccmnc.

Diligent study and application surmount ye greatest difficulties. D

Every morning meditate on the uncertainty of the time to come. Ee

Famous and commendable is the Art of Writing. Ffmnoff.

Good education is the foundation of mans happiness. Ggmng.

Humanity and good nature are the fountains of Friendship. Hhm

Innumerable annoyances & inconveniences accompany Mankind. Jj

Knowledge and learning are admir'd but Virtue is belovd. Kkm

Lamentation and mourning are the companions of Vice. Llmn

Mercy and justice are the genuine ornaments of Princes. Mmnn

Not the abundance of wealth but contentment makes men happy. Nm

Omnipotent immortal and immence is the great Creatour. Oomno

Poverty and shame are the companions of Debauchery & Intemperance. Pp

Quietness most commonly is crown'd with contentment & satisfaction. Zuqu

Riches are inconstant honour is deceitful and beauty is nothing but vanity.

Sinful enjoyments are forerunners of lamentation and mourning. Sfs

The fear of the Lord that is Wisdom and to depart from Evil is Understanding.

Virtue makes great men humble and charitable and poor men contented. Vu

When complements were lefs in fashion sincerity was more esteemd. Wnw

Xenophon encouraged learning and commended the learned Xxpx

Youth is void of thought and experience yet always leaning to its own weaknefs.

Zenocrates said that a short pleasure commonly breeds a long repentance. Zz

Aa Bb Cc Dd Eee Fff Gg Hh Ii Jj Kk Llb

Always put more Confidence in those who have oblig'd you, than in those you have gratify'd; For the Former are more likely to do you greater kindness than the Latter, having given proof of their Love. Aammbb.

J. Champion Scripsit 1744.

Endeavour to make your Fortune as well as you can, and then be content it is no worse; and if it is not so good as you desire, yet be thankful it is not so bad as it might have been.

Mn Nm Oo Pp Qq Rrr Sſs Ttt Vve Uu Ww Xx Yyy Zz.

Thomas Wright

*A A A B B C C D D E E F F G G H H I J K K L L M M*
*N N O O P P Q Q R R S S T T U V W W X X Y Y Z Z &*

*True Humour must always lie under the Check of Reason, and it*
*requires the Direction of the nicest Judgment, by so much y^e^ more as*
*it indulges it self in the most boundless Freedoms. In short, it must*
*consist in a Pleasantry deriv'd from Nature in Vivacity and Mirth*
*without Affectation, bounded by Truth, and supported by good Sense*

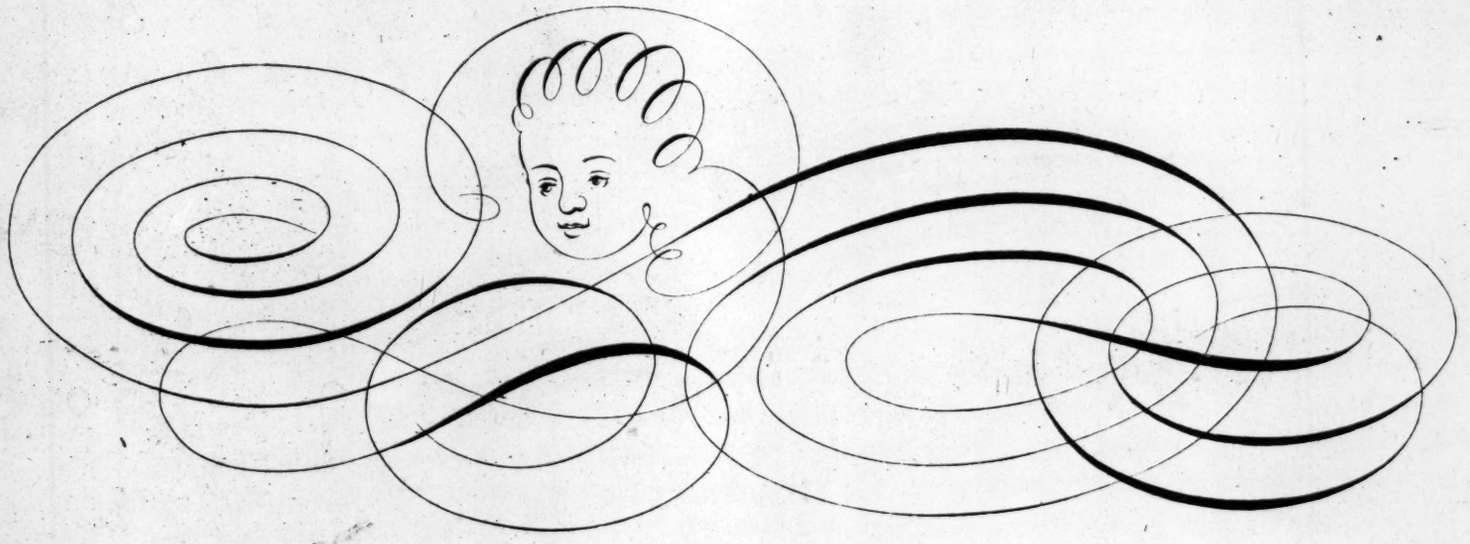
*Aristippus, being asked wherein the Learned differed from the Unlearned, said, Send them Naked to Strangers, and you shall see. am.*

*Leckey* 1234567890 *Scripsit*

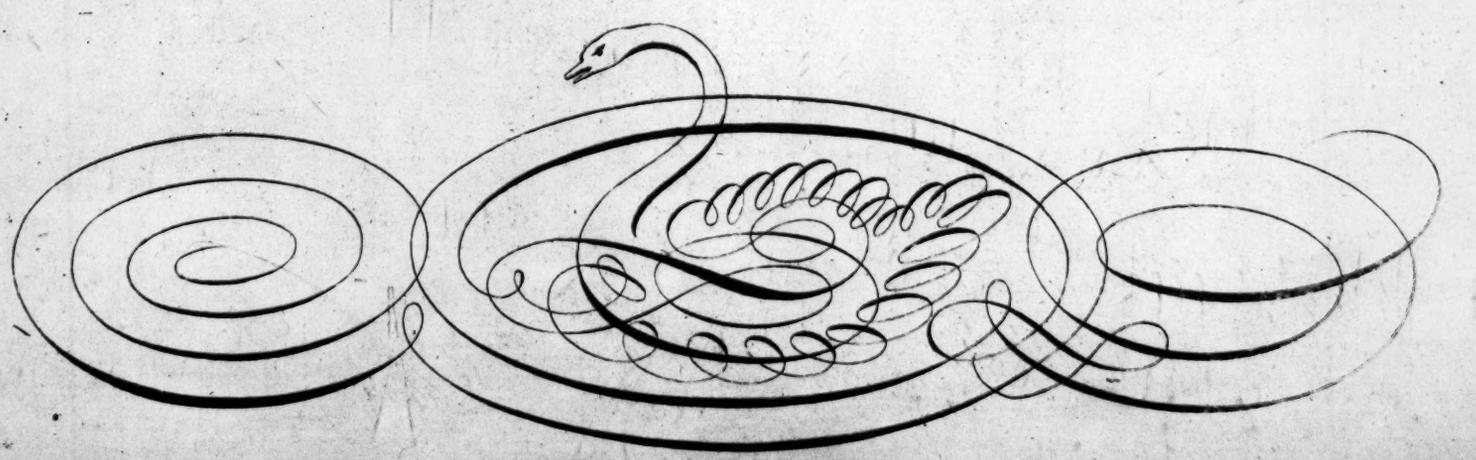
*Learning is Silver in the Hands of Common People, Gold in those of Noble Descent, but Diamonds in the Hands of Princes. aam.*

Knowledge, by Time, advances slow and wise,
Turns evry where its deep-discerning Eyes;
Sees What befel, and What may yet befal;
Concludes from Both, & best provides for All.

If we look back into the Old World, we shall find that all its Vigour was owing to Exercise, Sprightliness, and Activity: Luxury & Idleness, first debilitated, & impaird ye strength of Nature.



*Action keeps the Soul in constant Health, but Idleneſs corrupts, and ruſts the Mind; for a Man of great Abilities may by Negligence & Idleneſs become ſo mean & deſpicable, as to be an Incumbrance to Society, and a Burthen to himſelf.*



*Aurelius used to say, he would not part with the little he had learned for all the Gold in the World; and that he had more Glory from what he had read and written, than from all the Victories he had won, and all the Realms he had conquered.*

*Marriage is describ'd as the State capable of the highest Humane Felicity, as an Institution calculated for a constant Scene of as much Delight as our Being is capable of: It is the Foundation of Community, & the chief band of Society: It is, or ought to be, that State of perfect Friendship, in which there are, according to Pythagoras, Two Bodies with but One Soul. & tama-*

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Quickly lay hold on time, while in your Power
Be careful well to Husband ev'ry Hour
Despair of Nothing which you would attain
Unwearyd Diligence your point will gain

Flee Sloth, the Canker of good Men, and Parts,
Of Health of Wealth, of Honour and of Arts.
Such as court Fame must not their senses please,
Her Chariot lags when drawn by Sloth and Ease.

A B C D E F G H I K L M

Aa a b b b c c d d e e f ff f g g h h i j k k l ll m m

---

With early Virtue plant thy breast,
The specious Arts of Vice detest.

---

n n o o p p p q r r s ſ s t t t u v n w x x y y z z z.

N O P 2 R S T U V W X Y Z.

Aim at improvement in every line

Business makes a Man respected

Commendation animates the mind

Diligence in youth is commendable

Excess produceth great prodigality

Friendship improves Happiness.

Grandeur is no true Happineſs. abc.

Humility adds charms to Beauty

Innocence is ever gay and chearful

Knowledge procures general eſsteem

Liberty is an invaluable bleſsing. lll

Modeſt merit finds but few admirers

Nothing is more valuable than Time

Order makes Trifles appear graceful

Praise is grateful to human Nature

Quick resentments often prove fatal

Recreations if innocent are lawful

Shame attends unlawful Pleasures

Truth needs no Disguise or Ornament

Variety is the Beauty of the World

Wisdom is more valuable than Riches

X. Examples sway more than Precept

Yesterday mispent can't be recall'd. yz

Zeal misapply'd is pious phrenzy

*Merit should be for ever placd*
*In Knowledge Judgment, Wit, & Taste.*
*For these, 'tis ownd, without dispute,*
*Alone distinguish Man from Brute.*

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1234567890

# Friendſhip.

*Friendſhip is a ſtrong and habitual Inclination in two Perſons to promote the good and happineſs of one another.*

*abcdefghyklmnopqrstuvxyz*

J. Champion Scripſit.

John Bickham ſculpr.

# TO
# The Author of the
# Tragedy of Cato.

The Mind to Virtue is by Verse subdu'd;
And the true Poet is a Publick Good.
This Britain feels, while, by your Lines inspir'd,
Her Free-born Sons to glorious Thoughts are fir'd.
In Rome had you espous'd the vanquish'd Cause,
Enflam'd her Senate, and upheld her Laws;
Your Manly Scenes had Liberty restor'd,
And giv'n the just Success to Cato's Sword:
O'er Cæsar's Arms your Genius had prevail'd;
And the Muse triumph'd, where y^e^ Patriot fail'd.

J. Champion Scrip.t

Honoured Father

In obedience to your Command, I send these to inform you what Advances I have made in my Writing; I find now by Experience, that to write a bold free hand correctly, requires no small care & application; but this is no Discouragement to me since You have frequently told me that to write a good Hand would be more Serviceable to my Designs than any other Learning, which if I attain I persuade my self you expect no more from

Your most Dutiful Son

Wm. Pearson

Kensington

10 June 174

John Bickham sculp.

London April 30. 1737

Dear Sister

It was with Pleasure I Recievd my Fathers command to Enquire after yo.r health. You had not been many days in the Country before I was deeply Sensible of the loss of yo.r Company, yet when I consider how advantageous it may be for your Constitution I can freely deny my self y.e happiness, Pray let us hear how affairs goin the Country, & you may expect in Return w.t happens in y.e City from

Yo.r Ever Loving Brother

Benja.n Smalt

The world recompences oftner the

appearance of merit than merit it-

self.

Aa Bb Cc Dd Ee Ff Gg Hh Ij Kk Ll Mm

Nn Oo Pp Qq Rr Ss Ss Tt Uu Vv Wx Yy Zz

C. Clark Scr.

Abstain from all appearance of Evil. Aa

Brave Spirits promote the publick good. b

Correction betimes prevents many Crimes. cc

Devise not Evil against thy neighbour. d

Esteem him who teacheth thee Wisdom. ee

Fair words are often a cloak for foul actions. f

Glory is a great incitement to worthy actions. g

Humility is the foundation of all Vistue. h

Innumerable Evils accompany mankind. ij

Keep company only with vistuous persons. k

Love not Sleep lest thou come to poverty. l

Make much of time, whilst in your prime. m

Nothing is commendable that is dishonest. n

Of all endowments. Wisdom is the principal. oo

Pride most commonly goes before destruction. p

Questions of moment require slow answers. q

Recreations, if innocent, are very lawful. r

Security is often the fore-runner of Calamity. s

Think twice before you determine once. T t

Value not your self by other mens opinions. v

Wicked practices discover bad principles. w

Xenophon accounted the wise man happy. x

You soon will improve, if Learning you love. y

Zeal in a good Cause is very commendable. z

Study rather to be good than to be great.
in vertue there is no vanity, worth is the
only wealth: it is goodness, not greatness,
that will do you good & stand in stead. &c

Commend no man to his face. and behind
his back do not discommend him: If you
know any good of him, let others know it,
if any ill tell it to himself. of the dead &
absent if you can, speak well if not say
nothing; accuse none that are not present.

Observe the Ant, for She instructs the Man
And Preaches Labour, gathring all She can,
Then brings it to increase her Heap at home
Against the Winter, wch She knows will come:
And when yt comes She creeps abroad no more,
But lies at home and Feasts upon her Store.

Envious Persons are generally ungratefull, mean, proud, impotent, and malicious: they lye under a double misfortune: common calamity & common Blessings fall heavy on them: Nature gives a share in the one, & their ill nature in the other: & so have their own troubles & their neighbours to disturb them

A A B C D E E F F G H H I K K L M M

c. e. e. ee. ee. o. o. oo. a. a. a. q. q. q3 g. g-

y. y. gh. gh. d. d. d. ch. ch. ch. o. o. o. i. u. m. mm.

mm. mm. l. l. ll. ll. ll. b. b. lb. llb. f. f. f. ff. ff. f. ff.

h. h. h. h. k. k. k. k. k. b. f. t. t. t. tt. t. to. n. no2. nlfs.

ſs. ſs. s. sh. sh. st. st. st. sk. sk. p. p. p. p. p. plr.

u. u. v. v. w. w. v. v. w. w. x. x. y. y. y. y. z. z.

ab to2 d e ff ff gh ik ll mm o p q or st uw ix y z zt.

---

A N O P Q R R S T U W X Y Z Z

Keep no Company with a Man, who is given to Detraction;
to hear him Patiently, and shew a Countenance of Entourage-
ment is to partake of his Guilt, and prompt him to a Continu-
ance in that Vice, which all good Men should shun him for.

---

It is a frivilous Pleasure to be the Admiration of a gaping
Croud but to have the Approbation of a good Man in the
Cool Reflections of his Closet, is a Gratification worthy an
Heroic Spirit: The Applause of the One makes the Head
Giddy; but the Attestation of the other makes ye heart glad

Disdain not yo Inferior
tho' poor; since he may be your
Superior in wisdom and the
noble endowments of mind.

---

Popular applause may blow up
and mount upwards the buble of a vain
glorious mind, till it burst in the air, and
vanish; but a wise man builds on Virtue

Aa Bb Cc Dd Ee Ff Gg

Hh Ii Kk Ll Mm

Nn Oo Pp Qq Rr Ss

Tt Uu Ww Xx Yy Zz

aabbccoodceffoogghhi
uijkkllmmnnnnnoooo
ppppoqqrrssssttunxyzz
Great sins soon destroy

Nothing is dear that is of neces-
sity. things of ordinary use being
always reasonable.

A B C D E F G H I J K L M

'Tis great Delight to laugh at ſome Men's Ways;
But a much greater to give Merit Praiſe.

Whoever thinks a faultleſs Piece to ſee,
Thinks what ne'er was, nor is, Nor e'er ſhall be.

N O P Q R S T U V W X Y Z

Let not a small difference in
judgment, make a difference
in affection: may not hearts
agree, though heads differ:

---

This Indenture Witnesseth
Between Hath And All
Yielding and paying the

# Extract from the Copy of a Will.

In the Name of God Amen.

I Nicholas Delah of the Parish of St Peter London Ironmonger being of sound mind memory and Understanding do therefore make this my last Will and Testament in manner & form following viz.t. **first** and **Principally** I commit my Soul to the Almighty God my Body to the Earth there to be decently buried, according to the Discretion of my Executors &c.

Written by J. Champion 25 May. 1744

Sherwood Sculp.

AAaaBBbbCCcctt DDddEeeeFffff GgghhhIiiiiKkkLlll
Mmmmnnnn OoooPppppp Qqqq Rrrr Sssss Ttttttt Uuuuu Wwwwxxxxyyyyzzzzzz.

Cuctis qb nos de gra ista spalit ptz ex libis thesaurim solidos z quattuor denarios
solut ffhuntz inis pistute ista ista patentiu tenessim z licentiatu dnm ptz nob
fieled z sinttesh inis. quatutum in nob est p psentes tenedim z licentiatu dnm.

AaBbCcDdEeFfffGgghhhIikkLlllMmmNnnOo
PppppQqqRroqSssTtUuuWwxxyyyyzzzzz
Omnibus ad quos presentes litere nostre pervenerint sa:
lutem Sciatis quod nos pro diversis bonis causis et consider:
ationibus nos ad presens specialiter moventibus de gra:
tia nostra speciali ac ex certa sciencia z mero motu nrs

ber cer De

ü Mer mer

Per Pre Pro per pre pro propria que rum eorum

st Ter ter tus tur ver

# Command of Hand
after the
# French and Dutch
MANNER

A A B C C D

D E F F G G G

H I K L M N

O O P P P 2 R

S T U V W W

W X X Y Y Z

A B C D E

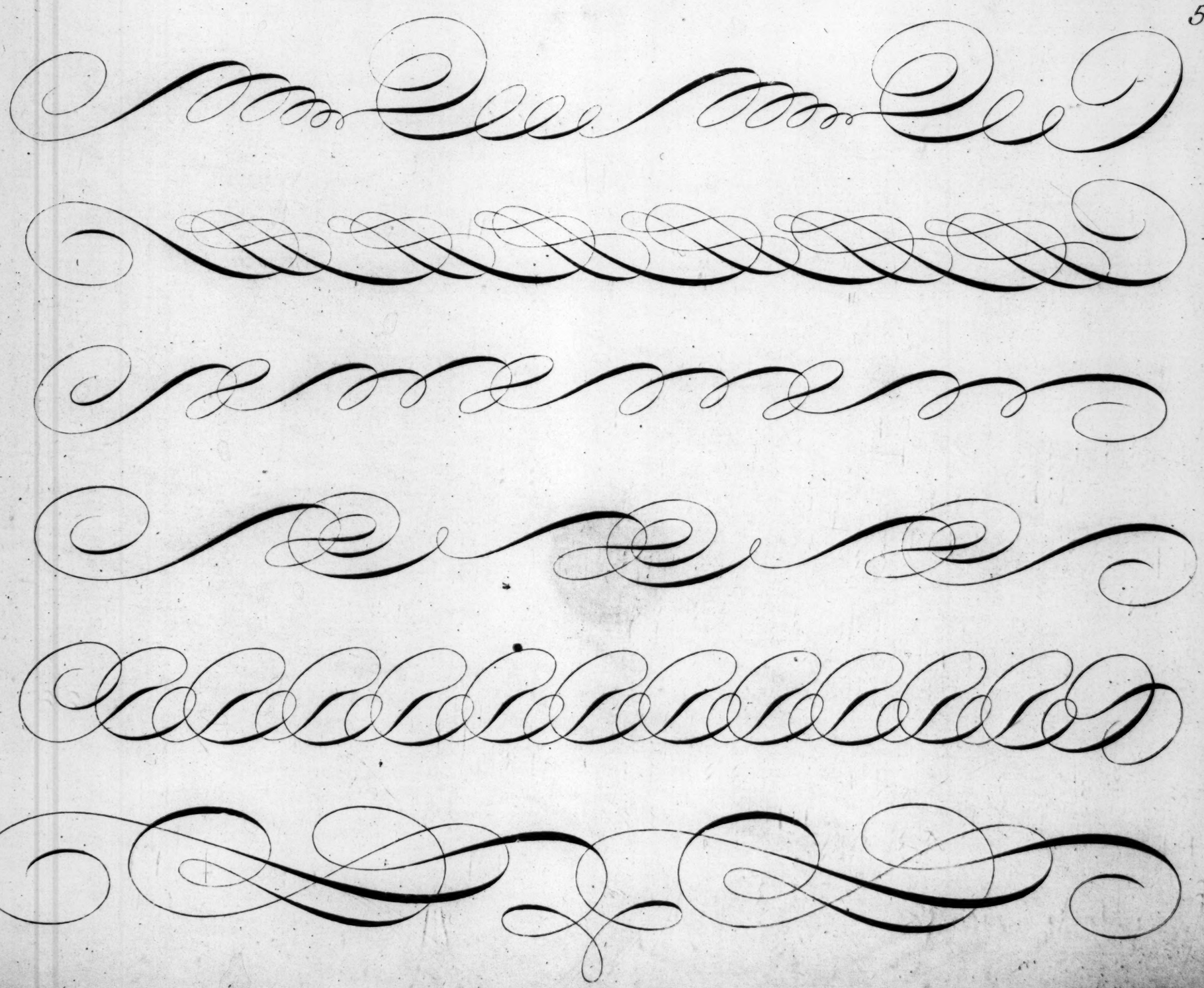
F F F G G

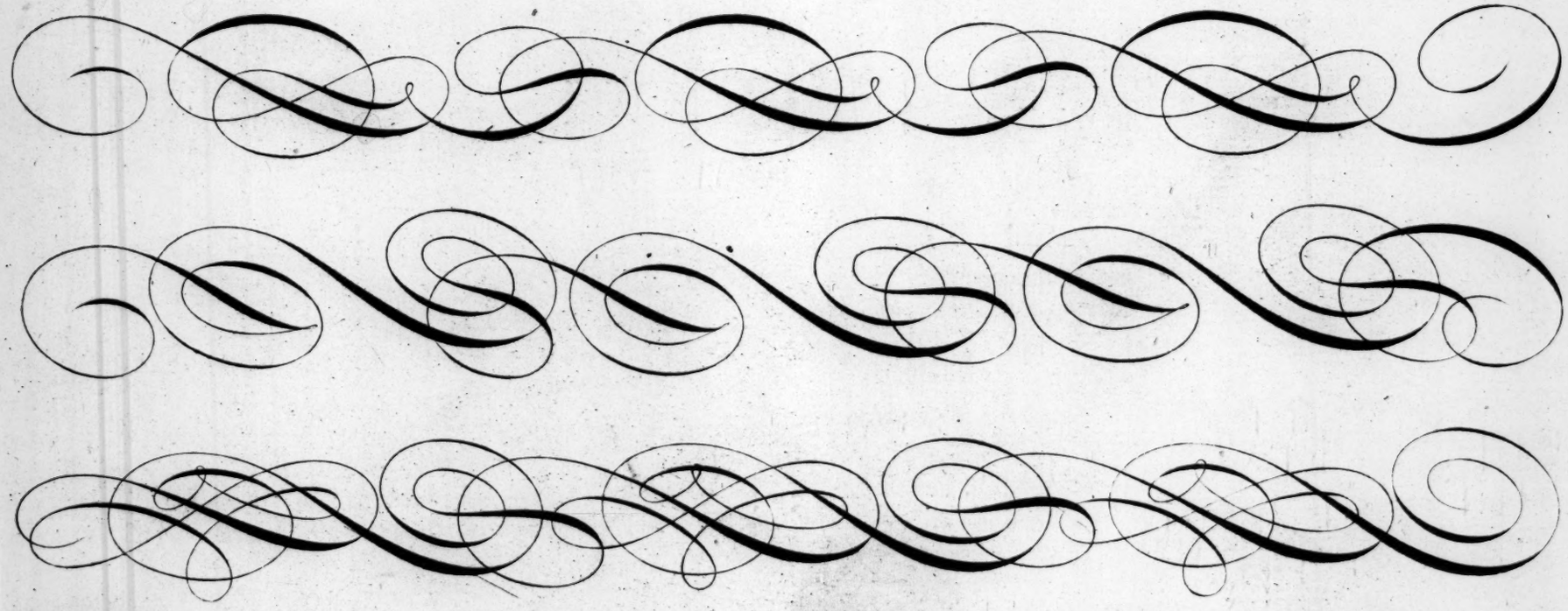
H I K L M

N O P Q R

S T U V W

W X Y Z





Embert Coll.r

To Hon.ble Yates

To M. W. Rutt

abcdefghijklmnopqrſtvuwxyzctſhſtfiſiflſlffſſ.,;:?!()

Aa Bb Cc Dd Ee Ff Gg Hh Ii Kk Ll Mm
Nn Oo Pp Qq Rr Sſs Tt Vv Uu Ww Xx Yy Zz.

Knowledge ſhall be promoted by frequent exerciſe.

---

# Do Juſtly, love Mercy,

---

*abcdefgbijklmnopqrſstvuwxyzctſbſtfiſiflſlffſſ:?!*

*Aa Bb Cc Dd Ee Ff Gg Hb Ii Kk Ll Mm*
*Nn Oo Pp Qq Rr Sſs Tt Vv Uu Ww Xx Yy Zz.*

*Prize exquiſite workmanſhip, & be carefully diligent.*

a b c d e f g h i j k l m n o p

A B C D E F G H I J K L M N

𝔄 𝔞 𝔅 𝔟 ℭ 𝔠 𝔇 𝔡 𝔈 𝔢 𝔉 𝔣 𝔊 𝔤
𝔎 𝔥 ℑ 𝔦 𝔍 𝔧 𝔎 𝔨 𝔏 𝔩 𝔐 𝔪 𝔑 𝔫
𝔒 𝔬 𝔓 𝔭 𝔔 𝔮 ℜ 𝔯 𝔯́ 𝔖 𝔰 𝔗 𝔱
𝔘 𝔲 𝔳 𝔚 𝔴 𝔵 𝔛 𝔶 𝔜 𝔷 𝔷́ 𝔱

O P Q R S T U V W X Y Z Æ.

q r ſ s t u v w x y z æ œ &.

# The GREEK Alphabet.

| Charecter. | Name. | | Power. |
|---|---|---|---|
| Α α | Αλφα | *Alpha* | a |
| Β β ϐ | Βετα | *Beta* | b |
| Γ γ ϛ | Γάμμα | *Gamma* | g |
| Δ δ | Δέλτα | *Delta* | d |
| Ε ε | Εψιλὸν | *Epsilon* | e |
| Ζ ζ | Ζετα | *Zeta* | z |
| Η η | Ητα | *Eta* | e |
| Θ θ ϑ | Θετα | *Theta* | th |
| Ι ι | Ιωτα | *Iota* | i |
| Κ κ | Κάππα | *Kappa* | kc |
| Λ λ | Λάμϐδα | *Lambda* | l |
| Μ μ | Μῦ | *Mû* | m |
| Ν ν | Νῦ | *Nû* | n |
| Ξ ξ | Ξῖ | *Xi* | x |
| Ο ο | Ομικρον | *Omicron* | o |
| Π ϖ π | Πι | *Pi* | p |
| Ρ ϱ ρ | Ρῶ | *Ro* | r |
| Σ σ ς | Σῖγμα | *Sigma* | ſ s |
| Τ τ ⅂ | Ταῦ | *Tau* | t |

| Charecter. | Name. | | Power. |
|---|---|---|---|
| Υ υ ⌣ | Υψιλον | *Ypſilon* | y.u |
| Φ φ φ | Φῖ | *Phî* | ph |
| Χ χ | Χῖ | *Chî* | ch |
| Ψ Ϯ ψ | Ψῖ | *Pſi* | pſ |
| Ω ω | Ωμεγα | *Omega* | o |

## The Numerals.

| | | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 |
|---|---|---|---|---|---|---|---|---|---|---|
| | | ι´ | κ´ | λ´ | μ´ | ν´ | ξ´ | ο´ | π´ | ϟ´ |
| 1 | ά | ιά | κά | λά | μά | νά | ξά | οά | πά | ϟά |
| 2 | β´ | ιβ´ | κβ´ | λβ´ | μβ´ | νβ´ | ξβ´ | οβ´ | πβ´ | ϟβ´ |
| 3 | γ´ | ιγ´ | κγ´ | λγ´ | μγ´ | νγ´ | ξγ´ | ογ´ | πγ´ | ϟγ´ |
| 4 | δ´ | ιδ´ | κδ´ | λδ´ | μδ´ | νδ´ | ξδ´ | οδ´ | πδ´ | ϟδ´ |
| 5 | έ | ιέ | κέ | λέ | μέ | νέ | ξέ | οέ | πέ | ϟέ |
| 6 | ϛ´ | ιϛ´ | κϛ´ | λϛ´ | μϛ´ | νϛ´ | ξϛ´ | οϛ´ | πϛ´ | ϟϛ´ |
| 7 | ζ´ | ιζ´ | κζ´ | λζ´ | μζ´ | νζ´ | ξζ´ | οζ´ | πζ´ | ϟζ´ |
| 8 | η´ | ιη´ | κη´ | λη´ | μη´ | νη´ | ξη´ | οη´ | πη´ | ϟη´ |
| 9 | θ´ | ιθ´ | κθ´ | λθ´ | μθ´ | νθ´ | ξθ´ | οθ´ | πθ´ | ϟθ´ |

| 100 | 200 | 300 | 400 | 500 | 600 | 700 | 800 | 900 | 1000 |
|---|---|---|---|---|---|---|---|---|---|
| ρ´ | σ´ | τ´ | υ´ | φ´ | χ´ | ψ´ | ω´ | ϡ´ | ϡ |

*Caslon Scriptr*

| Name | Alphabet | Power |
|---|---|---|
| Aleph | א | a. |
| Beth | ב | b. |
| Gimel | ג | g. |
| Daleth | ד | d. |
| He | ה | h. |
| Vav | ו | v. |
| Zain | ז | z. |
| Kheth | ח | hh. |
| Teth | ט | t. |
| Yod | י | y. |
| Caph | כ | ch. |
| Caph final | ך | |
| Lamed | ל | l. |
| Mem | מ | m. |
| Mem final | ם | |
| Nun | נ | n. |
| Nun final | ן | |
| Samech | ס | s. |
| Gnain | ע | gn. |
| Pe | פ | p. |
| Pe final | ף | |
| Tzade | צ | tz. |
| Tzade final | ץ | |
| Koph | ק | k. |
| Resh | ר | r. |
| Shin | ש | Sh. |
| Sin | שׂ | s. |
| Tau | ת | t. |

| | Long | | | Short | | | Shorter | | | Shortest | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| The | Kametz | ◌ָ | ā | Pathach | ◌ַ | ă | Chateph Patach | ◌ֲ | ă̆ | Patach Genuba | ◌ַ | ă̆ |
| Hebrew | Tzere | ◌ֵ | ē | Segol | ◌ֶ | ĕ | Chateph Segol | ◌ֱ | ĕ̆ | Sheva | ◌ְ | ĕ̆ |
| Vowels | Khirec Gadol | ◌ִ | ī | Khirec Katon | ◌ִ | ĭ | | | | * Sometimes | | |
| are | Kholem | ◌ֹ | ō | Kametz Chatuph | ◌ָ | ŏ | Cateph Kametz | ◌ָ | ŏ̆ | only thus ◌ָ | | |
| | Shurec | ◌ֻ | ū | Kibbutz | ◌ֻ | ŭ | | | | | | |

## Pfalm cxvii

הַלְלוּ אֶת־יְהוָה כָּל־גּוֹיִם שַׁבְּחוּהוּ כָּל־הָאֻמִּים: כִּי
גָבַר עָלֵינוּ חַסְדּוֹ וֶאֱמֶת־יְהוָה לְעוֹלָם הַלְלוּ־יָהּ:

### the Numerals.

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| א | ב | ג | ד | ה | ו | ז | ח | ט | י | כ | ל | מ | נ | ס | ע | פ | צ | ק | ר | ש | ת | Or | תק | תר | תש | תת | תתק | א | ב | נא |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | 200 | 300 | 400 | | 500 | 600 | 700 | 800 | 900 | 1000 | 2000 | 3000 |
| | | | | | | | | | | | | | | | | | ץ | | | | | | ך | ם | ן | ף | ץ | | | |
| | | | | | | | | | | | | | | | | | 900 | | | | | | 500 | 600 | 700 | 800 | 900 | | | |

# The Numerical Characters of the ROMANS.

| Characters. | Value. |
|---|---|
| I | 1 |
| II | 2 |
| III | 3 |
| IV | 4 |
| V | 5 |
| VI | 6 |
| VII | 7 |
| VIII | 8 |
| IX | 9 |
| X | 10 |
| XX | 20 |
| XXX | 30 |
| XL | 40 |
| L | 50 |
| LX | 60 |
| LXX | 70 |
| LXXX | 80 |
| LXXXX | 90 |
| C | 100 |

| Characters. | Value. |
|---|---|
| CC. *or* IIC | 200 |
| CCC. *or* IIIC | 300 |
| CCCC. *or* IVC | 400 |
| VC. *or* D. *or* IↃ | 500 |
| VIC. *or* DC. *or* IↃC | 600 |
| VIIC. *or* DCC. *or* IↃCC | 700 |
| VIIIC. *or* DCCC. *or* IↃCCC | 800 |
| IXC. *or* DCCCC. *or* IↃCCCC | 900 |
| M. *or* CIↃ. *or* $\bar{\text{I}}$. *or* ∞ | 1,000 |
| IIM. *or* CIↃCIↃ. *or* $\bar{\text{II}}$. *or* ∞∞ | 2,000 |
| VM. *or* IↃↃ. *or* $\bar{\text{V}}$ | 5,000 |
| XM. *or* CCIↃↃ. *or* $\bar{\text{X}}$ | 10,000 |
| XXM. *or* CCIↃↃ CCIↃↃ. *or* $\bar{\text{XX}}$ | 20,000 |
| LM. *or* IↃↃↃ. *or* $\bar{\text{L}}$ | 50,000 |
| CM. *or* CCCIↃↃↃ. *or* $\bar{\text{C}}$ | 100,000 |
| VCM. *or* IↃↃↃↃ. *or* $\bar{\text{D}}$ | 500,000 |
| MM. *or* CCCCIↃↃↃↃ. *or* $\bar{\text{M}}$ | 1,000,000 |
| CMM. *or* CCCCCCIↃↃↃↃↃ | 100,000,000 |
| MMM | 1,000,000,000 |

# Arithmetical Titles

with

*Proper Decorations*

BY

*William Richards.*

---

# Numeration

# Weights.

## TROY.

| | | |
|---|---|---|
| 24 Grains | 1 Pennywt | dwt. |
| 20 Pennywts | 1 Ounce | Oz. |
| 12 Ounces | 1 Pound | lb. |

By **Troy-Weight** are weighed Jewels, Gold, Silver, Corn, and all Liquors.

## APOTHECARIES.

| | | |
|---|---|---|
| 20 Grains | 1 Scruple | ℈. |
| 3 Scruples | 1 Dram | ʒ. |
| 8 Drams | 1 Ounce | ℥. |
| 12 Ounces | 1 Pound | lb. |

By these Weights, Apothecaries compound their Medicines; but buy & sell their Drugs by **Avoirdupoise**.

## AVOIRDUPOISE.

| | | |
|---|---|---|
| 16 Drams | 1 Ounce | Oz. |
| 16 Ounces | 1 Pound | lb. |
| 28 Pounds | 1 qr. of a Hund. | qrs |
| 4 Quarters | 1 Hundred | C. |
| 20 Hundred | 1 Ton | ton. |

This is at present, the common weight of **England**, by which, Butter, Cheese, & all Groceries &c. are weighed.

Note, One pound **Avoirdupoise** is equal to 14 Oz. 11 dwts. 15 Grs ½ **Troy**; and 1 Ounce **Troy** is equal to 1 Oz. 1 dram, and something above ½, **Avoirdupoise**.

# Measures.

## WINE.

| | | |
|---|---|---|
| 2 Pints | 1 Quart | Qrt. |
| 4 Quarts | 1 Gallon | Gall. |
| 63 Gallons | 1 Hogshead | hhd. |
| 2 Hogsheads | 1 Pipe | Pipe. |
| 2 Pipes | 1 Tun | Tun. |

## BEER and ALE.

| | | |
|---|---|---|
| 2 Pints | 1 Quart | Qrt. |
| 4 Quarts | 1 Gallon | Gall. |
| 9 Gallons | 1 Firkin | Firk. |
| 2 Firkins | 1 Kilderkin | Kild. |
| 2 Kilderkins | 1 Barrel | Bar. |
| 3 Barrels | 1 Butt | Butt. |

Note. 8 Gallons 1 Firkin of Ale.

# Measures

## DRY.

| | | |
|---|---|---|
| 8 Pints | 1 Gallon | Gall. |
| 2 Gallons | 1 Peck | Peck. |
| 4 Pecks | 1 Bushel | Bush. |
| 4 Bushels | 1 Coom | Coom. |
| 2 Cooms | 1 Quarter | qrs |
| 5 Quarters | 1 Wey | Wey. |
| 2 Weys | 1 Last | Last. |

## LAND.

| | |
|---|---|
| 40 Square Perches | 1 Roode |
| 4 Roods | 1 Acre. |

Note that a Geometrical Pace is 5 Feet, and that there are 1056 such paces in an English Mile.

## LONG.

| | | |
|---|---|---|
| 3 Barley Corns | 1 Inch | — |
| 12 Inches | 1 Foot | *1760 |
| 3 Feet | 1 Yard * | Yards |
| 5 Yards & ½ | 1 Pole or Perch | make |
| 40 Poles | 1 Furlong | a Mile. |
| 8 Furlongs | 1 Mile | |

## CLOTH.

| | | |
|---|---|---|
| 4 Nails | 1 Quarter | qrs |
| 4 Quarters | 1 Yard | yds |

Note An Ell Flemish is 3 qrs of a Yard.
an Ell English is 5.

| | |
|---|---|
| 12 | 1 Dozen |
| 12 Dozen | 1 Small Gross. |
| 12 Small Gross | 1 Great. |

# Time.

| | | |
|---|---|---|
| 60 Seconds | 1 Minute | Min. |
| 60 Minutes | 1 Hour | Hors |
| 24 Hours | 1 Day | Da. |
| 7 Days | 1 Week | Weeks. |
| 4 Weeks | 1 Month | Mon. |

13 Months 1 Day and 6 Hours
52 Weeks & 6 Hours
365 Days & 6 Hours
8766 Hours
} is 1 Julian Year.

But y exact Solar Year is equal to 365 Days 5 Hours 49 Minutes 4 Seconds & ⅓ And the Lunar Month is equal to 29 Days 12 Hours and 45 Minutes.

# Addition

## Troy Weight

# Avoirdupois Wt

# Liquid Measure

# Dry Measure

# Long Measure

# Cloth Measure

# Division

# Multiplication

# Substraction

# Reduction

## The Rule of Three Note

# Practice

## Tare and Trett

# Allegation

# Loss and Gain

# BARTER

# Solution

# Exchange.

# Simple Interest

# Discount

# Company

## Extraction of Roots

# Decimal Arithmetic

## Vulgar Fractions

M.r James Decours,

London 12 March 1737.

Sr

This acknowledges the favour of Yours of the 5 Instant & assures you of the safe Arrival of the John & Sarah, You may expect Particulars in a Post or two. Be pleas'd to Supply the Bearer M.r Edmund Gibson with what Sums he shall require taking his Receits for the same & Your Bills shall meet with due Honour from

Sr Your humb Servant

Charles Nimo

M.r John Williams

London 19.th June 1737

Sir

Inclosed is Invoice and Bill of Lading for thirty hhds of Tobacco ship'd on board the Richard and Thomas Cap.t Samuel Normanneaux Comm.r. Also Twenty D.o Ship'd on board the Virginia Merch.t Cap.t Rob.t Morge Command.r which I hope will arrive safe and to a good Market I have according to Yours of the 2.d Inst. drawn on You a Bill for 200 £ str. payb. at Usance to Marmaduke Waterman or Order Exch.e at 37 16 d flem. Which I desire You to Honour as usual and You'll very much Oblige

Yo.r humble Servant

Simon Ferrers.

M^r Samuel Newman

S^r

My Master receiv'd yo^r Letter of the 16 Instant with y^e Bill of Exc^a enclos'd I have ship'd on Board y^e Dolphin of Exon James Nix M^r y^e Goods you writ for Markt and N^o as per Margin The Bill of Loading is herein enclos'd & y^e Bill of Parcels is under writ my M^r & his partner are both out of Town & therefore I have taken care to please you What you have further Occasion for in our way do but Signify yo^r Order & it shall be Diligently perform'd by

S N
N.1 to 10

London June 27. 1737

Yo^r most Obedient Serv^t

Bunn

M.r Samuel Newman

S.r

My Master receiv'd yo.r Letter of the 16 Instant with y.e Bill of Exc.a
. enclos'd I have ship'd on Board y.e Dolphin of Exon James Nix M.r
y.e Goods you writ for Markt and N.o as per Margin The Bill of
Loading is herein enclos'd & y.e Bill of Parcels is under writ my M.r
& his partner are both out of Town & therefore I have taken care
to please you What you have further Occasion for in our way do
but Signify yo.r Order & it shall be Diligently performd by

S 4 N
N.o 1 to 10

London June 27.o 1737

Yo.r most Obedient Serv.t

J Bunn

Mr. Samuel Simmonds

To

Exon June 16, 1737

The Import of this is to desire you to send per next Opportunity y^e
following Goods viz 3 Baggs of Galls & 5 Barrels of Indico y^e Ballance
of my Last Acco^t being sixty nine Pound I have herein Enclosid a
Bill of Exc^e At 10 Days Sight payable by M^r Sam^l Hale Merch^t
to whom I have given Advice Set Your price as low as you can, and
When you expect your Mony for this parcel draw your Bill
on me, and it shall Recieve due Honour from

Yo^r Loving Friend

Snell

# Bills of Parcels.

The Hon.ble the Lady Ashby

Bought of Simon Pindar.

1738. March 29.

| | | £ | s | d |
|---|---|---|---|---|
| 36 China Plates | at _ : 3 : 8 each | 6 | 12 | _ |
| 18 Dishes Ditto | at _ : 10 : 6 Do | 9 | 9 | _ |
| A Tea Table Set compleat | | 3 | 18 | 4 |
| Indian Sprig'd Muslin 1 pes q.t 14 Yards | at _ : 9 : _ pr Yd | 6 | 6 | _ |
| Fine Chints 6 pieces | at 3 : 3 : 6 pr pc | 19 | 1 | _ |
| 30 Indian Fans | at _ : 2 : 6 each | 3 | 15 | _ |
| | | £ 49 | 1 | 4 |

# Book-Debts.

The R.t Honourable the Lord Spires D.r

1738

To Thomas Noise Upholder.

| | | | | |
|---|---|---|---|---|
| April 5. | A Rich Crimson Damask Bed laced Compleat | £ | 75. | 15. — |
| 6. | A Set of Window Curtains & Vallens Ditto | | 16. | 11. 8 |
| May 7. | Chairs 10. with 2 Arm'd D.o Walnut Tree fram'd | | 34. | 12. 6 |
| 9. | A fine Carpet, Counterpane, and an Otterdown Quilt | | 12. | 10. — |
| June 6. | A Crimson Velvet Easy Chair & 2 Stools ditto | | 13. | 7. 6 |
| 13. | A Wrought Bed dimitty and Furniture Compleat | | 28. | 18. 4 |
| | | £ | 181. | 15. — |

In y^e Greyhound Cap.^t Jonas Rowlandson from Holland

James & Henry Gaultier

2 Bales q.^t

| Rms. | qrs. | | |
|---|---|---|---|
| 5. | 19. | Royal..... | Paper |
| 5. | 18. | Demy..... | Paper |
| 203. | 9. | Ordnary.... | Paper |

For the New Dutys.

| | | | |
|---|---|---|---|
| 2. | —. | Imperial fine | |
| 3. | 19. | Second Writing Imperial | |
| 5. | 18. | Demy fine | |
| 27. | 13. | Fine Fools Cap. | |
| 118 | 10. | Second Fools Cap. | |
| 57. | 6. | Ordnary Pott. | |

| | | | |
|---|---|---|---|
| O Sub.: | 52 | 10 | 2 |
| N Sub.: | 52 | 10 | 2 |
| ⅓ Sub.: | 17 | 10 | — |
| ⅔ Sub.: | 35 | — | — |
| Impost 90 | 62 | 6 | 8 |
| N Dut. on Pap.^r | 448 | 3 | 2 |
| | 224 | 1 | 7 |
| | 892 | 1 | 9 |
| £ | 44 | 12 | 1 |

# Sales of 8 hhds Sugar recd. p the Neptune Capt. Thomas Danson From Antigua, on Acco. of Coll. John Pratt. Viz.t

1737

Nov.r 10. To Entry, Poft & Landwaiters ..... _ .. 6 .. _ .

To Custom at 3/.6 Lefs 5 p Cent. & 78 .. 12 .. 19 .. 6 .

To petty Charges 2/.1 p hhd ..... _ .. 16 .. 8 .

To Warehouse 6 wks. at 2/. p wk. ..... _ .. 12 .. _ .

To Freight 78 C.t at 4/. p C.t ..... 15 .. 12 .. _ .

To Primage Dover & Dagenham .. _ .. 6 .. _ .

To Brokerage ½ p Cent ..... _ .. 8 .. 6

31 .. _ .. 2

To my Commiſsion at 2½ p Cent ..... 2 .. 3 .. 9

To Coll. Jn.o Pratt for Nett proceeds ..... 54 .. 5 .. 7

87 .. 10 .. _ .

1737

Dec.r 12 By Joſeph Gower for 8 hhds Viz.

| | | | |
|---|---|---|---|
| 8 | 9 | 0 | 18 |
| 4 | 10 | 1 | 2 |
| 6 | 11 | 0 | 18 |
| 5 | 9 | 3 | 23 |
| 1 | 10 | 3 | 14 |
| 7 | 10 | 1 | 5 |
| 3 | 12 | 1 | 14 |
| 2 | 11 | 2 | 26 |

Groſs ..... 85 .. 3 .. 8

Tare ..... 8 .. _ .. _

Nett ..... 77 .. 3 .. 8 at 22/.6 p C.t ..... 87 .. 10 .. _ .

London 14 Decem.r 1737

Errors Excepted J. Blake

# D.r M.r Jonathan Friend's Acco.t Curr.t & C.o

| 1738 | | Mill reas |
|---|---|---|
| March 31 | To Cost on 20 Pipes White Port p.r the Jane | 760.387 |
| April 26 | To D.o on 40 Pipes Red p.r the Swallow | 1800.000 |
| May 1 | To D.o on 59 Pipes D.o p.r the Susannah | 2943.613 |
| | | 5504.000. |

| 1738 | | Mill reas |
|---|---|---|
| March 31 | By our Bill to Jn.o Ims at 5. 6½ Exch.a | 760.387. |
| April 26 | By D.o to Hammond & Comp.a at 5. 6¼ | 1000.000. |
| 29 | By D.o to Will.m Smithson at 5. 6¾ | 800.000. |
| May 2 | By D.o to Simon Lupton at 5. 7 | 943.613. |
| 4 | By D.o to James Bramston at 5. 6½ | 1000.000. |
| 10 | By D.o to Thomas Hutchins at 5. 6¼ | 1000.000. |
| | | 5504.000. |

Oporto 5 May 1738

Errors excepted,

Sim.y Troy & Comp.a

Received 6.th May 1737 of Mr. Charles Torriano twenty five pounds —
in full for the difference of two thousand five hundred pounds Bank Stock

£ 25 „ — „ —

Farmer

Recd. March 28. 1737 of Mr. Constantine Williamson twenty seven pounds fourteen
shillings in full for one half Years Rent of his dwelling House due ye 25th of Xber last.

£ 27:14:—

p Charles Lockyer

Received 27 July 1737 of Mr George Bickham Junr the sum of One hundred
Twenty four pounds thirteen shillings & six pence in full of all Accots

£ 124 „ 13 „ 6

J. Clark

Receivd yr 11th of January 1737 of Mr. Wentworth Hinton the sum of
Sixty nine pounds Eighteen Shillings & Nine pence in part of Accompt

£ 69 „ 18 „ 09

P. C Snell

London Aug.t 14.th 1737

I Promise to pay to Mr. Jonathan Williamson or Bearer the Sum of £
Nine Hundred Seventy two Pounds One Month after date value rec.d

£ 972:-:-

J. Grove

---

I Promise to pay to Mr. Stephen Liddington or order on demand nine
hundred seventy four pounds eighteen shillings & Six pence value rec.d

£ 974:18:6

January 24.th 1737.

T. Goddard

Durham Febru.a 27th 1737

At ten days sight pay to Sr. James Bateman Knt. & Alderman of ye City of London eight hundred pounds twelve shillings & six pence and pass it to the Account of

Your most humble Servt.
Leonard Colt

To Mr Saul Lowden
Draper In York

Norwich 25th April 1737

At six days sight pay to Mr. Jeremiah Simons or Order thirty nine pounds ten Shillings Value recd. & place it to Acct. as pr. Advice from

Your humble Servant
John Smithson.

To Mr. Samuel Jones
Merch.t in London.

Sr

15 Janry 1737

Pray pay to Elias Simpson Esqr or Order my Dividend on £1500 South Sea Stock due at Chrismas, and this shall be your Sufficient Warrant

John Lanneaux

To Charles Lockyer Esqr
Accomptt to ye So Sea Compa

Mr Crouch

Pay to Mr John Turner my Dividend on £1000 Bank Stock due at Michmas, and his Receipt shall be a sufficient Discharge from

Tobias Goldsmith

20 Octob 1737

M.r Charles Du Bois

Pay M.r Henry Saunderson my half Yeazs Dividend
due at Midsumer last on £2500 India Stock & his receipt shall be your discharge from

London 18 July 1737

S.r Your humble Servant
Rich.d Evans

Messrs Norman and Fox

Please to pay to M.r Thomas Whittingham or Bearer on demand three
hundred twenty nine pounds four shillings & sixpence June 25. 1737

£329..4..6

D. Tomlinson

London 26 June 1738 for 500 £ Str at 37 ⅄ 4 d flem

At Usance pray pay this my second Bill of Exchange my first not being yet paid unto Mr Samuel Rimmenton or Order five hundred pounds Str at 37 ⅄ 4 d flem. p.r £ Str. for Value Recd of Mr John Jones & put it to Acco.t of

Your humble Serv.t

To Mr Simon Vennereaux
Merch.t in Rotterdam

R.d Woe

Venice y.e 10 January 1738 ℔ D.o 187 : 10 b.co at 56 ½ d ℔ D.o

At usance pay this Sixt of Exchange to y.e R.t Worp.ll S.r Charles Thorold or Order L. P. D.ts one hundred eighty seven & ten grosS B.co at fifty six pence half penny ℔ D.o t Exchanged in ourselves & place it as ℔ Advice

To Mr Lawrence Fuller
In London

Jones & Lumley.

INVOICE of 1 Bale containing 6 Long Bays Shipd on board the Bonadventure Cornelius Nutty Commandr bound for Lisbon Consignd to Messrs Aubury & Fromie on their proper Acco & Risque. Markd & Numbd Viz.

| No | | Ells. |
|---|---|---|
| 1 | Red | 100. |
| 2 | Sky | 101. |
| 3 | Poping | 103. |
| 4 | Mazarine | 104. |
| 5 ½ | Light, ½ da Copper | 104. |
| 6 ½ | Scarlet, ½ White | 102. |

For 6 Long Bays qt 614 Ells at 17d ℔ Ell ..... 43 . 9 . 10.

| | | |
|---|---|---|
| Dying 5 Peices at | 1 . 4 . – . | |
| Whitening ½ | – . 7 . – . | |
| Dying ½ Scarlet | 2 . 10 . – . | |
| Draving at 8d | – . 4 . – . | |
| Drying | – . 4 . – . | |
| The Sworn Measuzer | – 2 . – . | |
| Measuring Folding & Tacking | – . 9 . – . | |
| Tilleting | – . 1 . 8 . | |
| Imbailing | – . 9 . – . | |
| Cocquet & Searchers | – . 4 . – . | |
| Boathize Wharfage Porterage & Carman | – . 3 . 6 . | |
| | | 5 . 18 . 2. |
| | £ | 49 . 8 . – . |

London 19 Febry 1737

Errors Excepted Blake

To the Hon.ble the Court of Directors of the United Company of Merchants of England trading to the East Indies

The humble Petition of
Amos Blank

Sheweth

That your Petitioner having been Educated in Writing and Accounts humbly hopes himself Qualified to serve Your Honours abroad

Your Petitioner therefore humbly prays Your Honours to Admit him a Writer in one of your Settlements in India in which Station he promises to behave himself with y.e utmost Diligence and Fidelity and is ready to give such Security as Your Honours shall Require

And y.e Petit.r Shall ever pray